



Arnold Schwarzenegger, Governor  
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

**DEPARTMENT OF REAL ESTATE**  
*Equal Opportunity Employer*  
*Job Opportunity*

**GRADUATE STUDENT ASSISTANT**  
**Los Angeles - Temporary**

The Department of Real Estate is recruiting to fill a temporary position for a Graduate Student Assistant for its Los Angeles Legal Office. The incumbent will be reviewing and pleading RAP (criminal history) cases and doing research and hearing preparation. Anticipate incumbent will work approximately 20 hours per week or less during the school year. This position is located at 320 W. 4<sup>th</sup> Street, Suite 350 in downtown Los Angeles.

**Duties of the position include:**

- Review and analyze evidence contained in RAP files
- Draft pleadings in support of the matter that is the subject of an Administrative proceeding.
- Observes hearings and assists in hearing preparation including preparation of evidence and witness lists.
- Assist in legal research.

**Necessary Qualifications:**

- Ability to do legal research
- Ability to communicate effectively, both orally and in writing
- Excellent interpersonal skills
- Ability to function independently or as part of a team
- Ability to follow specific oral and written instructions and procedures
- Ability to follow principles of effective time management

**Desirable Qualifications:**

- Dependable and reliable and have good attendance
- Be computer literate

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<b>Salary:</b>	A	\$1740 - \$1877
	B	\$1877 - \$2027
	C	\$1948 - \$2121

**Who should apply:** Students who are registered and currently enrolled as a graduate student in a college or university of recognized standing. If selected, must produce evidence of eligibility.

**Submit Applications to:**

Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802 or CALNET 498-0802

**For information on the position contact:**

Darlene Averetta – Assistant Chief Counsel  
Department of Real Estate  
(213) 576-6904 or CalNet 649-6904

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: OPEN UNTIL FILLED**

**Applications may be obtained from the SPB website at <http://www.spb.ca.gov>**

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.